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Collection Management Policy

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# Content Management Policy

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## **I. Introduction:**

### **Purpose**

The Zach S. Henderson Library Content Management Policy is intended to assist librarians and departmental library representatives in the selection and management of library materials. It assists the librarians in the decision-making process regarding routine acquisitions of resources, including standing orders, assessments of gifts and exchanges, and in establishing priorities to guide decisions on preservation and deselection. The policy is also in part a response to external factors that make the need for written documentation more urgent. These include: the growth in size and complexity of the publishing world, financial pressures that affect the purchasing power of libraries, the proliferation of alternative non-print formats, and increasing expectations of accountability to library governing entities. Finally, the policy is intended to build better communication lines between classroom faculty and librarians, enabling them to evaluate progress in meeting collection goals.

With the rise of electronic licenses, open-access publishing, and institutional repositories, librarians have broadened our focus from developing collections to managing content. Some resources, including print and electronic formats, become parts of the permanent library collection, while others are licensed for access as funds permit and as needs evolve.

The policy is directed primarily to the librarians and staff of Henderson Library and secondarily to the classroom faculty and students of the University. The policy is based on the American Library Association's Guide for Written Collection Policy Statements in combination with policy statements from other academic libraries.

### **General description of the institution and clientele served**

Georgia Southern University is the largest and most comprehensive center of higher education in the southern half of Georgia. A residential campus of over 20,000 students, Georgia Southern is one of the top universities of choice in Georgia for first-year students; every state and many nations are represented in the student body. The University's hallmark is a superior undergraduate experience emphasizing academic distinction, excellent teaching, and student success.

Founded in 1906 as a district agricultural school, Georgia Southern advanced to become a teachers' college, a senior college, and in 1990 earned its status as the first university in the southern half of Georgia. Georgia Southern University is a public, Carnegie Doctoral/Research university devoted to academic distinction in teaching, scholarship, and service. The University's hallmark is a culture of engagement that bridges theory with practice, extends the learning environment beyond the classroom, and promotes student growth and life success. Georgia Southern's nationally accredited academic programs in the liberal arts, sciences, and professional studies prepare a diverse and select undergraduate and graduate student population for leadership and service as world citizens. Faculty, staff, and students embrace core values expressed through integrity, civility, kindness, collaboration, and a commitment to lifelong learning, wellness, and social responsibility.

Central to the University's mission is the faculty's dedication to excellence in teaching and the development of a fertile learning environment exemplified by a free exchange of ideas, high academic expectations, and individual responsibility for academic achievement. Georgia Southern faculty are teacher-scholars whose primary responsibility is the creation of learning experiences of the highest quality, informed by scholarly practice, research, and creative activities. The University offers a student-centered environment enhanced by technology, transcultural experiences, private and public partnerships, and stewardship of a safe residential campus recognized for its natural beauty.

Georgia Southern University is committed to advancing the State of Georgia and the region through the benefits of higher education, offering baccalaureate through doctoral degrees and a variety of outreach programs. The University fosters access to its educational programs, provides a comprehensive and fulfilling university experience, and enhances quality of life in the region through collaborative relationships supporting education, health care and human services, cultural experiences, scientific and technological advancement, athletics, and regional development.

### **Mission statement and goals of the collection management and development program**

The aim that guides collection development at the Henderson Library is as follows: to make readily available all information sources in any format (except for rare or unique sources or other archival material) that will be useful to students and teachers in any of the programs of study of Georgia Southern University, to faculty in their research and service activities, or to administrators of the university. Any information sources that are frequently used should be available within the library building, although they need not necessarily be in print format; many will be accessible via the library computers. Information sources that are less frequently required may be provided by timely interlibrary loan or by means of universal borrowing within the University System of Georgia. The Library seeks to provide equivalent access to information for distance learners, by means of computerized resources and document delivery service.

The Library also provides some materials for entertainment and recreational use by students, staff, and faculty – for example, current popular fiction, which is initially placed in the Browsing Collection. Moreover, the library strives to build a collection of information, which can aid members of the Georgia Southern community in personal growth and well-being, cultural enrichment, and awareness of current issues.

Since Georgia Southern University is the Regional University for the South Georgia area, the library attempts to build a solid collection of information sources about life in this region and about its economy and history, as well as information that addresses its needs and interests. Residents of the region have access to this information, but it is the public libraries that will be primarily responsible for meeting their personal information and entertainment needs. (See also Appendix A. Library Mission Statement)

### **The Library's official stance on intellectual freedom, censorship, and copyright issues**

The Henderson Library subscribes to the principles stated in the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and explained more fully in the Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>) and in the Intellectual Freedom Principles for Academic Libraries (<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551>), both issued by the American Library Association (ALA). The library strives to provide materials representing diverse points of view on any issue where there is public controversy or where individual views differ widely. Thus, the library is bound to contain some materials expressing views that the library itself would not endorse and that individual library employees and users will disagree with, or even find abhorrent.

If anyone requests removal or revision of library resources, exhibits, or services, that person will be asked to complete the Collection Development Committee's material review form (Appendix B). The Dean of the Library will appoint members of the library faculty to examine the material thoroughly, in order to evaluate the merits of the complaint and the material's importance for our Library as a balanced collection where all viewpoints are represented. The Henderson Library collection development policy, the ACRL Intellectual Freedom Principles for Academic Libraries, the Library Bill of Rights, and the Freedom to Read Statement issued by the American Library Association will be the documents guiding the committee's review. The committee will make a recommendation to the Dean, who will make a final determination regarding the patron's request. The patron may appeal the Dean's decision to the university administration.

The Library will not knowingly add materials to the collection that are produced in violation of copyright. Notices are posted by the photocopy machines and attached to interlibrary loan materials informing users about copyright law.

### **Assessment of the Library's information content**

Ongoing collaborative, evidence-based assessment is essential in ensuring that the Library provides access to the optimal mix of information resources in various subjects and formats. The data being assessed includes usage statistics, such as circulation, inter-library loan, and database usage data; reviews and patron recommendations; costs; and curricular needs. OCLC WorldShare Collection Evaluation and ILLiad are two examples of data sources consulted regularly to determine the patrons' information needs. Both provide detailed data, on title and subject levels, on interlibrary loan borrowing and lending, and WorldShare Collection Evaluation also provides interactive graphics and an analysis of collection strengths compared across subject areas and even among other libraries. This data is provided and explained upon request.

## **Brief Overview of the Collection**

### **History of the collection**

Traditionally materials for the Library's collections have been selected based on the perceived and stated mission of the University and in support of its curriculum.

Selection for the general book collection has been a cooperative activity between the Library's faculty and the University's classroom faculty. In most cases Library and classroom faculty recommend monographic, serial, and audiovisual material for purchase. Liaison Librarians, in collaboration with the Coordinator of Collection Development, use these recommendations, as well as their own subject knowledge, to make purchase selections. In some cases, the Liaison Librarians may select more suitable alternatives (e.g., items with better reviews, or with more current information) in lieu of the recommended items. The Coordinator of Collection Development then collaborates with the Head of Collection and Resource Services to place the orders. Most items are ordered via the YBP book distributor. Some items that are out of print or otherwise difficult to obtain are ordered from other sources. If an item is not available for purchase, or if funds are not available, the order is not completed. However, orders for forthcoming publications are still processed, pending availability.

In the 1990s, an approval plan was begun, whereby materials in designated subject areas are automatically sent upon publication to the Library for review. In addition, the vendor provides notification slips of new titles not sent with other approval plan titles. Faculty are actively and regularly involved in developing parameters for choosing materials and notifications that will be sent. In addition, faculty may recommend the purchase of monographic or other types of materials which may be used to support the curriculum, but which fall outside the approval plan's parameters.

Selection for the periodicals collection has also been a cooperative effort. Due to the continuation nature of such materials and the limited budgets over the years, the purchase of new



titles for the collections has been limited. Because of changes in the University's mission and curriculum and because of the availability of full-text periodicals via GALILEO, in 1996/97 the Library invited the classroom faculty to recommend which currently received periodical titles should be renewed, which should be cancelled, and which new titles should be purchased. Based on the responses, the Library cancelled approximately 200 periodical subscriptions and added approximately 100 new titles. With an 8-10 percent increase in periodical costs each year and no increase in the Library's budget for several years, in 2001 the Library again asked the classroom faculty to evaluate current subscriptions, resulting in the cancellation of over 150 periodical subscriptions. At the same time the Library began encouraging a shift toward a policy of access versus ownership of materials.

In 2008, in response to an ongoing budget shortfall, the Library canceled most standing orders and a few databases with low usage. In 2009, GSU librarians and faculty in every department collaborated in a complete review of all databases, serials, and standing orders, as a part of the library resources budget review. We systematically planned for the FY10 budget by eliminating 28.7% of the materials budget projection and setting aside over \$200,000 for monographs to be purchased with approval and firm orders. We accomplished this by switching many serials to online-only (for titles that were cheaper online and that faculty didn't prefer in print); and by canceling over 930 serials and standing orders, as well as six databases. These cancellation decisions were made in collaboration with library and departmental faculty, and were based on faculty recommendations, cost per use, overlap, and the availability of alternative resources.

The Library has sought additional funding sources to fulfill the University's most critical information needs. In FY10, technology fees paid by students funded almost 800 electronic journals via Elsevier's ScienceDirect, along with three other databases. The Library depends upon the Student Technology Fee to support these and additional top-priority resources, as identified by the library faculty.

The generally understood policy for a number of years has been that the Library collects materials in all formats. With the introduction of electronic resources in the 1990s, subscriptions to a number of reference titles were converted from print to electronic format, initially in CD-ROM and then web versions for most of the titles. There was also a project in the early 1990s to convert a number of heavily used periodical titles to microfilm.

With the recognition of rapidly growing online programs at the graduate and undergraduate levels, the Library makes a strategic effort to provide online resources where appropriate and feasible. Since 2009, the Library has been migrating subscriptions from print to electronic format, if the online price is not higher and if faculty do not prefer the print format. Costs sometimes necessitate the cheaper format.

In 2010, the Library's main book distributor, Blackwell, was acquired by YBP. The approval plan was rewritten for the new system, which is based on Library of Congress (LC)

Classification rather than the Blackwell subject thesaurus. The previous approval plan was translated to the LC system, and circulation and interlibrary loan statistics were systematically analyzed to identify gaps in automatic purchasing that needed to be updated. These subjects were revised for the new approval plan, based on feedback from the Liaison Librarians, as well as departmental faculty when needed. These librarians also began an “e-preferred” model for e-book purchasing, in which automatic purchases are obtained in electronic format where available (only via Ebrary for the time being). This only applies to those subjects in which online programs are offered by the University. Additional e-books are purchased as appropriate.

The Library’s purchased collections are enhanced by the government documents collections, gifts, the Bulloch County Law Library collection, and access to materials from other libraries through Interlibrary Loan and GIL Express.

The Library became a selective regional depository for United States Federal documents in 1939. The Library receives federal publications in all formats, including paper, microform, and electronic. The Library was designated a depository for Georgia state publications in May 2001. The Library received a retrospective collection of state agency publications dating back to 1994, and continues to receive state agency publications in all formats, including electronic.

The Library receives a number of gift materials each year from the University’s faculty/staff, and individuals in the local and regional community.

In 1985, the Library entered into an arrangement with the Bulloch County Bar Association to house and maintain the Bulloch County Law Library. A number of law-related subscriptions are paid for from funds generated by Bulloch County court fees.

For a number of years the Library has actively participated with other libraries throughout the world in lending and borrowing materials. Thus, materials not owned by this library can be obtained as needed from other libraries.

Special Collections was a very informal part of the Library until the volume of rare books and manuscripts had grown significantly. In the 1980s a systematic attempt to order, classify and make them available on non-circulating terms began. The collection has increased for the most part through donations rather than purchases and has never been maintained by a regular materials budget.

Special Collections serves as Georgia Southern University’s primary repository for rare, irreplaceable, unique, or otherwise valuable materials which warrant special handling or care to assure their long-term availability. Initially, Special Collections was responsible for acquiring materials that documented the history of the Statesboro, Georgia region, as well as other unique materials that support the curriculum of the University. Special Collections strives to build on current collection strengths as well as encourage new initiatives, such as the addition of University Archives to Special Collections. Although for several years the University’s Archives

and Records Management collections and personnel were physically housed in the Library building, that unit and those materials were not part of the Library's collections or administrative responsibility. As of summer 2012, Special Collections also became the official repository for documenting the history of Georgia Southern.

Another initiative the library is involved in is open access institutional repository. Historically, EagleScholar, launched in Fall 2010, was the institutional repository until the library migrated its content to Digital Commons@Georgia Southern in 2013. The Digital Commons@Georgia Southern institutional repository is an open access archive of articles, presentations, and other scholarly works from Georgia Southern University. It contains the electronic dissertations written by Georgia Southern students and will eventually contain as much of the scholarly output of the institution as copyright restrictions permit.

### **Broad subject areas emphasized or de-emphasized**

Georgia Southern University offers over 120 undergraduate and graduate degree programs through the doctoral level in its eight Colleges: College of Business Administration; College of Education; College of Health and Human Sciences; Allen E. Paulson College of Engineering and Information Technology; College of Liberal Arts and Social Sciences; College of Science and Mathematics; Jiann-Ping Hsu College of Public Health; and the Jack N. Averitt College of Graduate Studies. The Library's collections are developed to support the curriculum in each of these areas of study. As University programs are enhanced, the Library responds by attempting to enhance the holdings in those particular disciplines. Administrative support for funding these enhancements is essential. Proposals for new programs are expected to address the need for additional library resources to support them. Program representatives should consult a Liaison Librarian and/or the Coordinator of Collection Development, who will prepare an assessment of the Library's relevant resources.

The Library obtains materials in all formats deemed appropriate. Materials requiring technology which is not available to the Library or the University are not purchased. In recent years materials in outdated formats (phonographic records, filmstrips, 8-mm and 16-mm film, and floppy disks) have been withdrawn from the Library's collections.

Special large purchases and gifts have supplemented the collections in certain areas. An extensive collection of state geological survey publications was acquired in the 1970s. At about the same time the Library subscribed to the Rand Corporation series. Special Collections has obtained numerous manuscripts, papers, and other items associated with the history of the region. The Library's law-related materials are supplemented by those paid for by the Bulloch County Law Library funds.

## **Collection locations**

Traditionally all collections were located in a single building. There have been various library-type collections located in departments around campus, but until 2009, the Library had no association with them (no money spent, no records in the Library online catalog).

## **Campus Collections**

- In 2009, the Foy Music Library was established with a memorandum of understanding between the Henderson Library and the Department of Music (See Appendix C. Memorandum of Understanding). All music scores (M classification) are now housed in the Foy Music Library.
- In the late 1990s, some of the University's regional teaching centers began developing small collections of materials. None of the collections are reflected in the Library's online catalog.
- From the early 1980s the Tutorial/Academic Resource Center was located in the Library, although administratively it was not part of the Library. It maintained a small collection of materials for use within the area. From the early 1990s until the Center moved out of the Library in 2001, their collection was cataloged and shown in the Library's online catalog.
- The Library allocated money from the materials budget for the purchase of books for the Marvin Pittman Laboratory School Library until that school closed in May 1998.
- The College of Education maintains an Instructional Resources Center with computing equipment, a children's book collection, and other educational print materials. The borrowing of materials by Non-College of Education students is not permitted. Non-College of Education students may use materials only within the Instructional Resources Center. The IRC is administratively separate from the Henderson Library, and its collections are not reflected in the Library's online catalog.

## **Library Collections**

The Henderson Library's collections are arranged in several areas within the building.

### **Automated Retrieval Collection (ARC):**

In the initial phase of the Library Expansion and Renovation Project, those books which had circulated or which have been used within the Library between one and three times since 1991 were relocated to the ARC. Designed originally for commercial warehouse use, the ARC stores thousands of materials in a much smaller space than regular shelving and thus is much more cost efficient. The ARC is now used for storing seldom needed materials.

The Automated Retrieval Collection (ARC) is currently capable of storing 800,000 items in 5,848 separate bins that are stacked 45 feet high, and is one of the most exciting features of the building. When the ARC is expanded to its full capacity, the building will be large enough to house a collection of more than two million items. The materials are in no order within the bins except in rare cases. Bins are configured to hold materials of a specific height, but other than that, the materials have no relationship to each other.

In order to make the sorting of the books by number of checkouts go quickly, Library faculty and staff began a color coding project in January 2006. All books with 1-3 uses (those designated for the ARC) were marked with a red dot on the call number label. Those which had more than 3 uses were marked with a black dot on the call number label. These black-dotted books were retained on open shelves during construction, for the public to browse. Those with no dots were temporarily placed in an off-site storage facility (the Warehouse, aka the “old Winn-Dixie”) from 2006 to 2008, with a daily courier service to supply patron requests.

Following the construction project, the Warehouse items were relocated to the open shelves on the third and fourth floors, with some exceptions which were moved directly to the ARC. Since that time, library employees have been shifting some parts of the collection between the ARC and the open shelves. For example, most items in literature are placed on the open shelves for ease in browsing, and many rarely used items in science and technology have been placed in the ARC.

Special Collections are also preserved in the climate-controlled ARC, except for a few items stored in the Special Collections office and reading room on the fourth floor.

### **First Floor:**

- Government Documents. United States and Georgia Government Documents collections are located on the first floor of the Library. Federal documents are organized with SUDOC Classification, and Georgia documents with Georgia Documents classification, except for selected titles, which are integrated into the general collection.
- Microform Area. Prior to the early 1990s, microform materials were shelved in a segregated microform area. Since then, some of the materials have been integrated into various collection areas. ERIC microfiche, physical education microfiche, newspaper microfilm, and American Periodical Series microfilm are still located in a microfilm area.

### **Second Floor:**

- Current Periodicals. Current issues of print periodical titles on subscription are shelved alphabetically by title in an area adjacent to the Reference shelves in the Learning Commons. These represent a small percentage of the Library’s current periodical

subscriptions, most of which are available online rather than in print. The online journals can be browsed and searched via the Electronic Journals A-Z list.

- **Bound Periodicals.** Post-2000 bound periodical volumes, which are shelved by LC classification, are shelved on the first floor. These represent a small percentage of the Library's periodical collection, most of which is available online rather than in print. The online journals can be browsed and searched via the Electronic Journals A-Z list.
- **Reference.** The Information Services Department staff determines materials to be shelved in the Reference area. Electronic reference books are accessible via the GIL library catalog and via GALILEO.
- **Learning Commons.** Selected high use reference materials are kept at the Reference Desk. Some additional copies are purchased specifically for this location.
- **Reserves.** Books, articles and other materials that are generally in high demand are located in the Reserves area. All books are cataloged and in the Library's online catalog, except personal copies which have temporary Reserve records. Classroom faculty may request that Library or personal copies of materials related to courses being taught be placed on reserve to circulate for restricted time periods. Library personnel also designate materials for this area. Current issues of all newspapers and various other items are located in Reserves. Reserve items may be in physical formats such as print or object collections, or made available online as E-Reserves, via secure password authentication.
- **AV (audiovisual).** Audiovisual materials include videos, cassettes, filmstrips, DVDs, CDs, kits, etc. Some are shelved in a closed stack area on second floor; others are available from the Automated Retrieval Collection (ARC). Users may request an item from this area by asking at the Circulation/AV/Reserve Desk, or by using the GIL request feature to request items from the ARC.
- **Browsing.** As funds have been available, current "best seller" and other popular interest books have been purchased. They are shelved for a limited time in the Browsing Collection on second floor and then integrated into the general collection. Dust jackets are permanently attached to these books in order to increase circulation.

### **Third Floor:**

- **Stacks.** Classifications K-Z. Monographic and non-periodical materials in print and micro format are shelved in Library Congress classification/call number order on the third and fourth floors of the Library. Materials that are too large to be shelved on standard shelves are shelved in call number order in an "oversize" area on the third floor.

### **Fourth Floor:**

- **Stacks.** Classifications A-J. Monographic and non-periodical materials in print and micro format are shelved in Library Congress classification/call number order on the third and

fourth floors of the Library. Materials that are too large to be shelved on standard shelves are shelved in call number order in an “oversize” area on the third floor.

- Special Collections. The public access and staff areas for Special Collections are located on the fourth floor.
- Lorimer Collection.

## **Relationship to policies and programs for management of collections**

### **Access issues**

In general, the Library’s materials are available for use by anyone in open-access stacks within the Library building and for use by authorized users outside the building. Exceptions to the circulation policy include the Reference Collection, some materials on reserve, some loose-leaf volumes, Special Collections, periodicals, and microfilm, none of which can be removed from the building without special approval. Other materials in the ARC are available for checkout upon request. Whenever possible, the Library makes electronic information to which it subscribes available to patrons both inside the Library and from campus and remote locations. All databases are fully cataloged, and high-interest and/or paid-subscription databases are displayed in the GALILEO menu. All electronic serials are fully cataloged and displayed in the Electronic Journals A-Z list. Electronic titles may also be listed in appropriate locations on the Library’s web pages. For faculty and distance learners, the Library offers a document delivery service for items owned by this or other libraries.

### **Multiple copies/formats**

In recent years, the Library has usually ordered only one copy in a single format of a particular title. Exceptions have been made on a case-by-case basis for high use titles, for materials available in both print and electronic formats, and for items ordered for Special Collections where it seemed important to also have a circulating copy.

### **Paperback purchasing and binding policies**

Books are purchased in electronic (single or multiple simultaneous users), paperback, hardcover, or audio format, according to the judgment of the Liaison Librarians. In general, a paperback is preferred over hardcover if more than \$15 will be saved. If very high use is expected, the hardcover is preferred.

Paperback books are usually added to the collection in their original binding. A volume may be bound upon receipt if it is felt the item will be used heavily. Otherwise, volumes are bound as needed based on physical condition.

**Preservation and conservation issues**

The Library attempts to maintain a physical environment that is conducive to the preservation of its materials. Material that is damaged is repaired in-house, rebound, replaced, or withdrawn when appropriate. Fragile or lightly damaged items are generally preserved in the climate-controlled ARC.

**Retention**

Most print and other fixed-format materials are permanently retained, with some exceptions when items are retained for limited time periods, as recommended by the Liaison Librarians. Electronic materials are generally licensed either via annual subscriptions or perpetual-access purchase (some with annual access fees). Items with ongoing costs, in print and/or electronic format, are maintained as needs warrant and/or as funds permit. Certain standing orders and loose-leaf materials which are no longer updated are considered for possible withdrawal, based on Liaison recommendations.

**Storage**

Special Collections, rarely used items, pre-2000 serials, and fragile or lightly damaged items are generally kept in the climate-controlled ARC. Extra copies or superseded editions, when retained, are also stored in the ARC. Exceptions may be made in certain subject areas, such as literature, based on Liaison recommendations.

**Deselection or weeding**

Weeding is defined as the removal of materials from the Library's collections. Materials may be considered for weeding if they are no longer relevant to the University's curriculum, redundant in the collections, in unusable physical condition, or no longer updated and have no historical value. A set or serial run that is incomplete and relatively unimportant to current curriculum needs should also be considered for withdrawal. The Library's collections are generally "weeded" on a case-by-case basis.

**Cooperative collection development agreements**

In selecting or retaining materials for the Library's collection, the collections of the following are considered.

**GALILEO collections, both serial and monographic (e.g., NetLibrary, ebrary, etc.)**

**Subconsortial agreements for electronic resources**

**Universal Catalog**



The generally understood policy of libraries in the University System of Georgia is that an item should not be withdrawn from a collection if it is the only copy in the state. Items which are the only copies in USG libraries also receive special consideration. An only copy is defined as a unique edition, rather than a unique title. Exceptions to this policy are made in special cases, such as mold damage.

### **Remote Centers**

Most library material needs of the University's remote teaching centers may be met through online resources or document delivery services.

### **Statesboro Regional Library**

Like Georgia Southern University, the Statesboro Regional Library is a tax-supported institution that serves the public. On February 13, 2001, the Henderson Library and the Statesboro Regional Library finalized a memorandum of understanding so Georgia Southern students could use the public library and local residents could use the university library.

The Statesboro Herald stated at the time that the agreement would "reap many rewards for our community, both as a whole and as individuals." This has proven to be the case for GSU students, who have appreciated borrowing popular fiction, children's literature, and other non-academic subjects where Henderson Library has traditionally collected very little.

The Statesboro Regional Library has steadfastly defended this agreement in spite of complaints from local residents when the books

they want are already checked out to GSU students ("How much do they pay toward supporting this public library?"), or when they cannot find a place to sit because there are GSU students using what is a much smaller facility than Henderson.

Similarly, local residents have appreciated access to scholarly works of history, politics, health, and other subjects which the public library cannot afford to collect. They also appreciate access to the Internet when the public library is closed.

### **GIL Express**

Since 2002, this state-funded service has provided express shipments of books among University System of Georgia libraries. In some cases, the Library may rely upon this service for supplying certain out-of-print or expensive books, rather than purchasing additional copies to keep in-house. However, GIL Express is not a substitute for local collection development. GIL Express is funded by the University System of Georgia, and patrons are not charged for this service.

### **OCLC and other Interlibrary Loan partners**

Utilizing interlibrary loan procedures, library users may obtain materials from other libraries in a relatively short time. However, interlibrary loan is not a substitute for local collection development. Interlibrary loan is funded by the Zach S. Henderson Library, and patrons are not charged for this service.

### **Government Documents**

The Library adheres to the Georgia State Plan for Federal Documents ([http://www.libs.uga.edu/magil/depository\\_libraries/gaplan.html](http://www.libs.uga.edu/magil/depository_libraries/gaplan.html)), which was adopted by Georgia depository libraries in July 1993, and adopted in a revised form in June 2002. This plan was designed to help librarians and library users in Georgia identify which libraries are depositories and what procedures they should follow to obtain access to federal documents and documents reference services through existing library channels, and to strengthen the cooperative efforts of the depository libraries in the state. Henderson Library abides by federal and state guidelines for handling United States and Georgia publications. This includes a commitment to providing the public with access to and assistance with government publications, including print and Internet resources and computing equipment.

### **Policies related to equipment purchase and technical support for on-site and remote electronic files and texts**

To provide and maintain access to GALILEO and locally licensed electronic resources the Library purchases servers, computers, printers, and supplies. Part of the money for these purchases comes from the University Student Technology Fee. A proxy server using the current GALILEO password is employed to give off-site access to library databases. The library faculty members collaborate with classroom faculty to select and continually evaluate electronic resources that support the needs of our users. The Systems Department is responsible for technical support of these resources, while the Information Services Department is primarily responsible for user support. See also Selection Criteria section.

## **II. General Content Management Policy**

### **Types of materials**

Library content is licensed and/or purchased in various formats, including electronic, audiovisual, print, and microforms. The format chosen for a particular item is dependent upon a number of factors. Content is acquired primarily to support all areas of the curriculum, and secondarily to provide resources for current awareness or popular interest. See also Selection Criteria section.

## **Printed Books**

Printed books are acquired through vendors who purchase the materials from trade, professional, and university press publishers. Books are also acquired through standing orders and by direct purchase from the publisher.

The Library currently has a book approval plan. The Library receives books and electronic notifications, according to a subject profile developed by the Library in cooperation with the classroom faculty and departmental representatives. Liaisons select books in certain formats according to their judgment, in consultation with departmental faculty.

When there is a choice between paperback books and hardcovers, paperbacks are usually selected because of the significant price difference. However, if there is anticipated heavy use of the book or the price difference is \$15.00 or less, hardcover is preferred.

## **Electronic Books**

When there is a choice between printed and electronic books, the selector should choose the format most appropriate for the needs of the patrons. As a general rule of thumb, e-books should be purchased in scientific disciplines, and printed books should be purchased in the arts and humanities. Other considerations include the need to support distance education with electronic resources, as well as readers' preference for printed books for sustained reading. Reference books are preferred in electronic format, as funds permit. YBP's Gobi database for book ordering displays e-books available for purchase on the Ebrary platform. Single-user and multiple-user options are often available. In case of significant demand, or if the price difference is \$15.00 or less, the multiple-user option should be purchased. Regarding automatic purchasing of e-books, see also History of the Collection.

E-books are sometimes acquired in packages, if the cost of the package can be justified based on the titles included and the funds available.

Other e-books are also acquired through the library's Demand-Driven Acquisition (DDA) plan. The DDA approval plan is provided through YBP on the Ebrary platform only.

## **Serials**

EBSCO is the library's major serials vendor, and most periodicals are acquired through its services. Standing orders for print materials are acquired through Blackwell's, on a limited basis. In most cases, updates are ordered as needed, in lieu of standing orders. In some cases, serials may be ordered directly from the publisher or association. Serials are purchased in all areas of the curriculum, as are those of a popular or current awareness nature.

Requests for new subscriptions are accepted at any time. Requestors should use the online request form (Suggest an Addition to Library Collections) available from the library's website ([http://library.georgiasouthern.edu/about/contact/suggest\\_collection\\_addition/](http://library.georgiasouthern.edu/about/contact/suggest_collection_addition/)). Requests are kept on file in the department until the next periodical review, or until funds are available for purchase of new subscriptions. New requests are evaluated by multiple factors, including available funds, costs of available formats, Department Chair recommendations, Liaison recommendations, interlibrary loan borrowing statistics, indexing, and alternative access points. If funds for new subscriptions are available, recent requests are reviewed annually around August.

### **Electronic serials**

We gather faculty recommendations for format preference (print vs. electronic), but generally we prefer to acquire journals in electronic format, especially if we can save in subscription costs. These may be acquired in packages, if the cost of the package can be justified based on the titles included and the funds available.

### **Newspapers**

Newspapers are acquired selectively. Emphasis is placed on regional, state, and major U.S. and foreign newspapers. Indexed newspapers receive highest priority. Selected newspapers may be purchased on microfilm or made available through various electronic portals.

### **Loose-leaf Materials**

The Library subscribes to a limited number of loose-leaf and update services. Generally, these titles are housed in Reference, Reserves, or in the law collection area of the third floor. In the selection and continuation of loose-leaf and update services, maintenance is a primary consideration. The electronic version is preferred if the cost and license requirements are acceptable. See also Selection Criteria section.

### **Textbooks**

The acquisition of textbooks is discouraged. Exceptions are made for those subjects for which some textbooks provide the best coverage of a subject (such as mathematics or languages), or when the work itself is of a seminal, historical, or other determined value. The Library does not purchase textbooks required for courses. Supplemental textbooks may be acquired as noted in the exceptions above at the specific request of a classroom faculty member. Donated textbooks are considered for addition to the collection (see also Gifts and Exchanges).

### **Reprints**

Reprints of books are evaluated in the same manner as other book requests. Reprints of individual journal articles will not be considered for the Library's collections. They may however be considered for temporary use through Reserves.

### **Dissertations and Theses**

Historically, two copies of all print theses and dissertations from Georgia Southern University were cataloged for the general circulating collection and Special Collections. Currently, Georgia Southern electronic dissertations and theses are cataloged and archived in the Digital Commons@Georgia Southern institutional repository.

### **Microforms**

Monographic microforms are acquired selectively, i.e., when originals are not available or are too expensive. Specialized microform collections may be purchased in support of the curriculum or as an enhancement to the existing collection. Serial microforms may be acquired because of preservation considerations, as well as to fill in gaps in the library's serials holdings. If the cost is feasible, online format is preferred in lieu of microforms.

### **Maps**

Maps, atlases, globes and charts are purchased selectively. The Government Documents Collection receives maps on a selective basis from the U.S. Government Printing Office as part of the depository program. Support of the curriculum and the depository community as well as space, usage, and staffing are criteria in the selection.

### **Pamphlets**

Pamphlets are acquired very selectively. Preference is given to free items.

### **Art Works**

Art works are not purchased as part of the Library's cataloged collection. However, works may be purchased with Foundation funds for display in the Library.

### **Photographs**

Not collected (with the exception of Special Collections).

### **Posters**

See "Realia" and "Art Works."

## **Musical Scores**

Musical scores are acquired selectively as needed in support of the curriculum. All scores in physical format, in usable condition, are located in the Foy Music Library (see Collection Locations). Fragile or damaged items may be housed in the ARC. Some scores may be accessible via online databases, such as the IMSLP (International Music Score Library Project)/Petrucci Music Library (an open-access resource).

## **Audio-Visual Materials**

Nonprint media and multimedia formats are acquired with priority given to obtaining items that support the curriculum. In addition to standard selection criteria, the following are considered when acquiring media materials: suitability of format, quality of production, availability of equipment and facilities for use of the material. All audiovisual materials in physical formats are housed in A/V Reserve. Some recordings may be provided via online databases, such as Films on Demand and Naxos Music Library, as funds permit and needs warrant. Video recordings are collected selectively in DVD format. Sound recordings are collected selectively in compact disc format. Other formats may be considered.

## **Electronic Resources**

Online databases are acquired selectively in support of the curriculum and the needs of the Library. Computer software packages, CD-ROM databases, and information in other electronic formats requiring access via a computer may be acquired in special cases. Free electronic resources are added to the library catalog following the same selection criteria used for materials in other formats. High-demand free electronic databases are also linked from the GALILEO menu, based on input from Liaison Librarians. Databases selected for purchase should not duplicate other available online resources. In cases of high demand, online databases may be justified to duplicate resources in other formats.

## **Vertical File Materials**

Not collected.

## **Tests**

Not generally collected. Online databases which index or include texts may be considered as funds permit and needs warrant.

## **Realia, memorabilia, ephemera**

The Library does not actively collect realia, memorabilia (e.g., rocks, fossils, coins, stamps, etc.) or ephemera (e.g., bookmarks, calendars, posters, etc.). Special Collections and Government

Documents may accept such materials in some cases. Items in these formats may also be placed on Reserve at the request of a faculty member.

### **Juvenile materials**

The library acquires copies of Newbery Medal Books awarded annually for the most distinguished contribution to American Literature for children by the American Library Association. Caldecott Medal Books, awarded annually to the illustrator of the most distinguished American picture book for children each year by ALA, are also acquired. Other titles for children or young adults may be added from time to time, especially in support of the curriculum or as a result of patron requests.

The Instructional Resource Center (IRC), housed in the College of Education Building, maintains a more comprehensive collection. It serves as a combination curriculum center and school media center for education majors. Newbery award winners dating from 1922 to date and Caldecott winners from 1938 forward are kept in the collection.

The Library fosters a collaborative resource sharing arrangement with the local public library that began officially in 2000; this means that Georgia Southern students may borrow from the Statesboro Regional Library if they provide a valid Georgia Southern ID. One part of their collection is a substantial Children's/Young Adult section, which consists of over 20,000 volumes of fiction, non-fiction and picture books. A small audio collection for children and young adults and a modest video collection of popular childrens' series and math and science tutorials are housed there as well. It also includes a large print collection of children's books for visually impaired youngsters and adults.

### **Languages and Translations**

Preference is given in all selections to English editions, bilingual editions with English, or to translations into English. Exceptions include, but are not limited to, works intended for the foreign language programs. If editions in other languages are more readily available for purchase, these may be considered in lieu of English. Works translated by different persons are considered as distinct items and may be collected in addition to other translations.

### **Editions**

Different editions are considered as distinct items and may be collected in addition to other editions. Superseded or obsolete editions may be withdrawn in some cases as appropriate, or stored in the ARC for preservation or historical considerations.

### **Popular versus Scholarly Works**

Priority is given to scholarly works, but a selected number of materials are acquired to meet the leisure and recreational reading needs of library patrons of all ages. Popular works are chosen selectively, often in response to patron recommendations, and some are acquired automatically via the approval plan. These automatic purchases include titles awarded with the Pulitzer Prize, or featured in the New York Times Book Review, the Times Literary Supplement, or the Voice Literary Supplement.

### **Multiple Copies**

Multiple copies are acquired in accordance with the following guidelines.

Multiple copies of individual titles may be purchased if there is demand or heavy, continuous use. This is generally done only in the case of citation style guides used in the curriculum.

Multiple copies will not be acquired solely for the sake of preservation, except for selected materials maintained for archival purpose in Special Collections.

Past policies and historical circumstances will not be considered as a justification for new and continued purchase of multiple copies.

The Library will not purchase multiple copies or publications for the exclusive use of individuals, academic departments, and administrative offices.

Normally the library will not purchase more than two copies of any given item for any reason.

The cost of any given publication together with the financial situation of the Library may be the overriding factor in applying these guidelines and in making multiple copy decisions.

If a periodical/serial title is available through an electronic database subscribed to by the Library or GALILEO or another consortium in which the Library participates, cancellation of the print subscription will be considered but not mandated.

See also Selection Criteria section.

### **Duplicate copies**

Duplicate copies received as gifts or on exchange will be evaluated for addition to the collection by the same standards that apply to new materials being selected. Second copies may be added, but more additional copies are generally not added.

### **Reserve Materials**

The University's classroom faculty may request the purchase of materials to be placed on reserve. Generally, such requests are based on curriculum support and heavy anticipated use.



Reserve material requests are given high acquisition priority. Textbooks are not usually purchased (see Textbooks).

### **Reference Materials**

Reference materials are selected for purchase or addition to the collection by the same standards that apply to general circulating collection materials. Every effort is made to ensure that the reference collections are current in content and format and reflect the principal reference sources for each discipline. Reference books are preferred in electronic format, as funds permit.

### **Resource Sharing**

Resource sharing should serve as an adjunct to, not a substitute for, collection development. No student should have to depend exclusively on these additional methods of acquiring materials for an assignment. However, on occasion, materials needed by faculty, staff or students may not be available in Henderson Library. Interlibrary Loan is the traditional service for obtaining these materials. Other methods for obtaining the desired resources include GIL Express, where our users borrow books from other University System of Georgia libraries via their personal accounts. The Library is also a GIL lender. The University System of Georgia funds GIL Express, and Henderson Library absorbs the costs of ILL, in a good will effort to keep these services free to our users as long as possible.

### **Government Publications**

The Library has been a selective depository for U.S. government publications in the Federal Depository Library Program since 1939. The Library has been committed to the development and maintenance of a collection of U.S. government publications to serve the informational needs of the University community and the Twelfth Congressional District of Georgia. In addition to federal publications received through the Federal Depository Library Program, selected federal publications are purchased. Criteria for selection are defined in the Collection Development Policy for Government Documents. In May 2001, the Library was designated a depository for Georgia state publications and is committed to the development and maintenance of a collection of those Georgia state publications from selected Georgia state agencies. Increasing percentages of government documents are acquired in electronic format, especially with federal publications.

### **Closed Collections**

Closed collections are defined as those materials not freely accessible for browsing by the Library's users. Some Special Collections materials, theses, and dissertations are considered closed collections, based on the stipulations of the donor or author.

## **Special Collections**

Special Collections acts as the Library's repository both for original materials in all formats judged to be of long-term value and for published materials in all formats given additional protection because of their age, rarity, or cost. The primary collecting areas for Special Collections are Georgia Southern University and the state of Georgia, especially its southeastern Wiregrass region. Accepted material will be cataloged and inventoried and great care will be taken in regard to preservation. All unsealed material will be available for in-house inspection by the public, subject to formulated policies concerning privacy and publication rights. Publicity will be employed both to advertise our holdings and to become known as a proper repository for relevant collections. The overriding purpose of Special Collections is to encourage original research.

More information on Special Collections and Special Collections Development plan is available at <http://library.georgiasouthern.edu/special-collections/>.

## **Genealogical Materials**

The Library does not actively collect materials of a strictly genealogical nature, nor does it have a separate section devoted to genealogical research. However, in its efforts to assemble historical documentation of the region, the Library does selectively acquire materials that may be of interest to users engaged in family history research, such as microfilm copies of the federal census records, county histories, abstracts and guides to local and state records, microfilm copies of county records, regional newspapers, etc. Some of this material may be located in the Library's Special Collections. Since the Statesboro Regional Library has a substantial genealogical collection, their holdings should be considered when purchasing materials for the Library.

## **Expensive Purchases**

Decisions regarding expensive purchases are based on current and anticipated need, cost, availability of funds, other sources that might fulfill needs, and holdings of other libraries in the University System of Georgia.

## **Ongoing Costs**

Items with ongoing costs of any amount are acquired selectively in support of the curriculum or the needs of the Library, as funds permit and needs warrant. These may include databases, serials, standing orders, and electronic licenses with annual fees. See also Serials.

## **Replacement**

Replacement involves the acquisition of materials to replace those previously held by the Library. Requests for replacement of materials should be forwarded to the Coordinator of Collection Development and will be evaluated for purchase by the same standards that apply to new materials being selected.

### **Gifts and Exchanges**

The Library will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria.

All donated materials must be in good physical condition in order to be considered for addition to the Library's collections.

Materials received as gifts will be evaluated by the same standards that apply to new materials being purchased. Nothing will be added simply because it is "free", since all additions involve processing and storage costs.

All materials are donated to the Georgia Southern University Foundation and upon cataloging, become Foundation, and therefore state, property. Library personnel select items for inclusion in the collections, based on the selection criteria described in section R below. The Library will not accept gifts with conditions as to their disposition or location except with permission of the Dean of the Library.

The Georgia Southern University Foundation directs that the Library dispose of unneeded gifts to the Library as it deems appropriate. Gifts not added to the library collection do not become state property.

Appraisal of gift materials is the responsibility of the donor. The Library does not appraise gifts, but will provide acknowledgement of gifts received.

Gift materials requiring continuing obligations on the part of the Library will not be accepted without serious consideration of the library's ability to keep the materials up-to-date. See also Selection Criteria section.

### **Memorial Gifts**

Following the death of an enrolled Georgia Southern student, the Student Government Association contributes funds (\$25) toward the purchase of a library book in memory of the student. After the Dean of Students notifies Henderson Library, an appropriate book is selected based on the information known about the student. The Coordinator of Collection Development chooses a book that honors the student's memory, and ideally one that is relevant to that student's life in some way at the university (i.e. major of studies). The Dean of Students lets us know the student's major.

The book selected will receive a plate, as well as a note in the library catalog, explaining that it was a gift of the Student Government Association in memory of this student, and includes the student's name.

Sometimes we receive donations of books or funds in memory of persons, and these books contain similar book plates and library catalog notes. These can be rather large donations in some cases.

The annual "A Day for Southern" event provides a way to donate directly to the Henderson Library Memorials fund (#0569), with which we purchase books in memory of departed friends or family members. These books also contain book plates and corresponding notes in the library catalog.

Those interested in making a donation should contact the Coordinator of Collection Development, who will work with them to select and/or transport their gifts to the Library.

### **Institutional Repository**

Historically, EagleScholar, launched in Fall 2010, was the institutional repository until the library migrated its content to Digital Commons@Georgia Southern in 2013. The Digital Commons@Georgia Southern institutional repository is an open access archive of articles, presentations, and other scholarly works from Georgia Southern University. It contains the electronic dissertations written by Georgia Southern students and will eventually contain as much of the scholarly output of the institution as copyright restrictions permit.

For Digital Commons@Georgia Southern, we are primarily targeting gray literature that is even more difficult to access than journal articles-- even for people within academia. Conference presentations, working papers, dissertations, teaching tools, images, recordings, etc., can be preserved in Digital Commons@Georgia Southern, with open access for the public.

Publications that are available freely online and indexed in Google (as Digital Commons@Georgia Southern is) are more likely to be read and cited. Those who have materials to contribute are asked to contact the Coordinator of Collection Development.

Most publishers retain the copyright for your articles, unless the author negotiates for the right to publish them in the institutional repository. Some publishers allow us to post your pre-print or post-print versions; policies vary, and many are listed in the SHERPA/RoMEO database (<http://www.sherpa.ac.uk/romeo/>). Authors can negotiate for their rights for upcoming publications, with the Scholar's Copyright Addendum Engine (<http://scholars.sciencecommons.org/>).

We are happy to assist authors in determining the copyright status of their publications. Many previous publications, while they might be allowable in pre- or post-print versions, are probably

not allowable in their final published versions (due to copyright restrictions), but we're happy to check.

### **Selection Criteria**

In selecting materials for the Library's collections, the following criteria are considered. The relative importance of any particular guideline will vary according to the individual item.

### **Content**

Relevance of the subject matter to the curriculum, potential use of the work by patrons, appropriateness for meeting the curriculum-related research needs of faculty, literary merit or quality of scholarship as determined by bibliographic aids and review sources, inclusion of the work in important bibliographies and indexes, accuracy of information and data, timeliness or permanence of the material, reputation of the author or publisher, availability of other materials on the subject in the Library or in the University System of Georgia.

### **Quality**

Physical construction quality or quality of electronic access and interface.

### **Language**

Preference is given in all selections to English editions or to those works translated into English. Exceptions include, but are not limited to, works intended for the foreign language programs.

### **Fiscal price and management cost**

Online access to materials will be considered if the electronic version is available free with print purchase, or if the cost for electronic access is considered reasonable when compared to the cost of the print version alone. See also Guidelines for Evaluating Electronic Resources and Selection Criteria.

### **Format**

Most materials are available in either print (hardcopy) or electronic form, but many are now becoming available in both formats or only electronically. The following criteria will be considered when acquiring Library materials to determine the best, appropriate, or most usable format for Library users. Guidelines should be viewed as preferences, not requirements, since there are too many variables (multiple vendors, license restrictions, budget fluctuations that affect how much the Library is willing to pay, consortium agreements, library policy revisions, changing curricula, etc.) to make them binding.

Criteria are not ranked or weighted since the relative importance of each may vary according to the resource being considered.

### **General Guidelines**

- Intended Use and User. If the material will be used “off-campus”, the print version should be available for check out. The electronic version should allow for off-campus access through the Library’s proxy server.
- Format alternatives available

### **Guidelines for Evaluating Electronic Resources**

When evaluating electronic resources for purchase, the following criteria should be considered.

- Access restrictions of electronic resources: A physical print volume can be used by only one person at the time. Electronic resources may have use restrictions also, including number of simultaneous users, library and/or campus only use, username/password access rather than IP-authenticated access. Some of these restrictions may be so confining that the electronic access format is not desirable.
- Completeness: the electronic resource should provide complete page images and include the complete content of the title/issue.
- Timeliness: Each item should appear electronically at the same time it is available in print, if not earlier.
- Reliability of the electronic resource: Day-to-day access must be reliable—quick server response, stable URLs, and provision of backup servers.
- Permanent retention: The Library generally retains all acquired materials permanently. The electronic product license should include provisions for permanent library retention of the content purchased during the license period, along with any necessary required access mechanisms (interfaces, database rights, etc.)
- Participation in consortium: When feasible, the Library should acquire electronic resources through a library consortium that has the resources to ensure that the content provided adheres to the legal provisions for long-term access.
- If the electronic resource is a collection of journals or books, the provider should demonstrate a commitment to the long-term provision of the same journals or books in the collection.

### **Guidelines for Evaluating Periodical Databases**

While we would like to think that evaluating a resource should be a simple process of answering a few questions, it is actually a complex activity.

Before consulting with faculty about possible trials, here are the questions a Liaison needs to consider:

- What are the current needs in the field or sub-discipline?
- What resources does the library currently own or have access to?
- What is the depth/breadth of our holdings?
- For what possible reasons would we want to consider the resource?

Upon determining the need for additional resources, the following questions need to be considered.

### **Pre-Trial Questions**

- Unique titles/coverage, compared with other databases and/or individual online/print holdings
- Our need for those unique titles/coverage, based upon ILL statistics, as well as present and anticipated curriculum need
- Quality of journals included (Eigenfactor, etc.)
- Cost (per title, if applicable), relative to comparable resources, and based upon available discounts; other factors include predicted increases, as well as pricing models (FTE, simultaneous users, Carnegie classification, etc.). If limited use is anticipated, is there a limited simultaneous user subscription, which we might prefer over a site license?
- Ease of access to online interface. Should provide IP authentication, rather than password protection, with proxy access allowed for authorized remote users. The number of simultaneous users allowed is more important for some resources than others. (Note: A problem in some negotiations is that the license is for a single geographic campus, which we are considered to be, based upon administration from a single site; some vendors/publishers have asked us to exclude Savannah IP range, which requires that these patrons access databases via proxy. A few vendors/publishers say “library only” or “campus only,” with no remote access. So far, these instances have been mainly with reference databases.)
- Input from faculty, including librarians, about product and/or possible alternatives; based upon anticipated needs, content, interface, etc.
- Can we trial it, and if so, for how long? A 2-week trial, for example, is usually not sufficient for faculty input. What are other conditions of a trial?

### **Pre-Trial Questions for Liaisons:**

- What types of information sources are covered in the resource?
- How relevant is the resource to our curriculum?
- How useful would the resource be for faculty research at GSU?

- Using the previous three questions, please rate each resource on a 1-5 scale for each question, with 5 being the highest rating.
- What information stands out in reviews or other information you've received about the resource?
- In light of the previous question, please give each resource an overall 1-5 rating. A 4 or 5 overall rating will recommend the resource for a trial, during which the resource would need to be evaluated in more detail by the appropriate librarians and other faculty. (The Collection & Resource Services Department will examine these and other factors in determining whether to trial a particular resource.)

### **During/Following Trial:**

- Quality and reliability of interface (intuitive and clean design, reliable day-to-day access, quick server response, stable URLs, provision of backup servers, etc.)
- Full image is preferable to full text. The electronic resource should provide complete page images and include the complete content of the title/issue (ideally). If neither full image nor full text, is it an extensive indexing and abstracting service that uniquely fills a gap in our resources, and also addresses needs faced by a specific college/department?
- Timeliness: Each item should appear electronically at the same time it is available in print, if not earlier. Due to widespread embargoes, this criterion is an ideal not always able to be met.
- Usage statistics: What sort of usage statistics are available from the vendor, and in what format? What usage statistics are available through other resources, such as GALILEO?
- Can we add it to SFX via GALILEO?
- Input from faculty, including librarians, about product and/or possible alternatives; based upon anticipated needs, content, interface, etc.
- Permanent retention: The Library generally retains all acquired materials permanently. The electronic product license ideally should include provisions for permanent library retention of the content purchased during the license period, along with any necessary required access mechanisms (interfaces, database rights, etc.) In case permanent retention is not an option, the resource must be viewed as a short-term set of library holdings.
- Participation in consortium: When feasible, the Library should acquire electronic resources through a library consortium.
- If the electronic resource is a collection of journals or books, the provider should demonstrate a commitment to the long-term provision of the same journals or books in the collection, and should provide sufficient notification of changes in content.
- Finally, the Liaison should invite a written justification from a Department Chair, specifying the reasons that a resource would be useful/valuable/essential, and whether it is needed only in the short term (e.g., 5-10 years, depending upon time-specific research needs) or longer (and why). We can add a resource to our wish list, following a formal



evaluation. Another idea is for the faculty to suggest alternative funding sources (e.g., grants) that we might pursue if the resource is deemed "essential."

## **Appendix A. Mission Statement:**

Zach S. Henderson Library supports Georgia Southern University by providing access to information, collections, and services designed to meet the scholarly needs of the University and the general public. The Library promotes independent lifelong learning, employs a learner-centered service ethic, and ensures a comfortable and secure study environment.

**Appendix B. Request for Reconsideration or Removal of Library Materials:**

The Dean of the Library and University Librarian of Georgia Southern University has authorized the use of this form to deal with any concerns about library resources. Please return this form to the Library's Administrative Office or through any staff member of the library. The appropriate library personnel will address your concerns and you will be contacted.

Author of work \_\_\_\_\_

Title \_\_\_\_\_

Publisher, Date \_\_\_\_\_

Your Name \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Complainant represents: \_\_\_\_\_ Himself/Herself \_\_\_\_ Organization or Group (please identify)

Attach additional sheets if necessary.

To what in the material do you object? (Please be specific, i.e. cite pages.)

What do you feel might be the result of viewing/reading this material?

Is there anything good about this material?

Did you read/view the entire material? If not, which parts?

Are you aware of the judgment of this material by literary critics? (Or reviews by persons in the subject area?)

What do you believe is the theme of this material?

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

If this material were retained, what publication(s) would you recommend which presents a counterbalancing point of view?

Signature of complainant: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix C: Memorandum of Understanding Regarding Housing the Music Scores in the Foy Music Library**

1. The scores will continue to be available to anyone eligible to borrow materials from Henderson Library, including community borrowers with library cards obtained from the Henderson Library Circulation Desk. 2. Foy Music Library personnel will be responsible for maintaining accurate circulation records, enforcing loan periods, and ensuring loaned materials are returned. When materials become overdue, the Henderson Library Circulation Department head should be notified so the appropriate patron records may be updated:

- Graduating students who have overdue library loans will not receive diplomas or transcripts.
- Returning students who have overdue library loans will be prevented from registering for classes.
- Community borrowers who have overdue library loans will be prevented from borrowing more materials from Henderson Library and the Foy Music Library.
- Faculty and staff who have overdue library loans will not receive their final paychecks upon retirement or termination.

3. When a score is requested through Interlibrary Loan, library personnel will alert the Music Department chairman's office, which is responsible for forwarding the requested item to the Interlibrary Loan department for processing and shipping.

4. Henderson Library will pay for new scores to be added to the collection. Items that are lost or stolen from the Foy Music Library will be replaced at the Music Department's expense. Items that are borrowed but not returned by registered patrons will be replaced at Henderson Library's expense.

5. Foy Music Library will purchase and install a security system that detects the radio frequency tags that Henderson Library inserts in each score.

6. All scores remain the property of Henderson Library with the exception of any gifts made explicitly to the Music Department, or in the case of scores the Music Department chooses to purchase. This does not include replacements for titles lost or stolen from the Foy Music Library (see number 4 above). Gifts or purchases that will be the property of the Music Department will be so noted in the appropriate field of the catalog record.

7. Henderson Library is responsible for processing scores, and for the necessary processing supplies.

8. The Foy Music Library will alert the Henderson Library Circulation Department head of the Foy Music Library's public service hours, as well as of any temporary schedule changes due to inter-sessions, holidays, etc.

9. Patrons of the Foy Music Library will be surveyed annually as part of an ongoing effort to assess their satisfaction with the Library's collections and services.

10. Termination of the Memorandum of Understanding by either party means the scores owned by Henderson Library will be returned to the Library.

**Appendix D. Form Letter for Gifts:**

Hello,

Thank you for considering Henderson Library for your book donation. My name is \_\_\_\_\_, and I work in the Collection and Resource Services Department. I handle and process all items that are donated to the library. We welcome donations and will try to find homes for any items that are not needed for our collection.

We accept hardcover and paperback books, some journals, DVD's, VHS's, CDs, etc. Hardcover books are preferable for their ability to withstand high use. Medical, law, business, and computer books tend to outdate themselves quickly, and we generally keep only the most recent (unless deemed useful for historical purposes). Magazines such as National Geographic, Time, etc. are generally not needed. We do have a sale shelf made available to students, staff, and faculty where books are sold for 25 or 50 cents each. Textbooks, dictionaries, novels, light reading, cookbooks, household magazines, etc. are popular purchases from this shelf.

If you wish to donate your items and are located on campus, you may use ETS (x8-5135) for pickup and delivery. Please note: Attn: \_\_\_\_\_, Library Gift Donation, C&RS Henderson Library. Or, you may bring your donation directly to the Circulation Desk in Henderson Library where they will guide you to me in Collection and Resource Services, on the second floor. We also have a loading dock area that may be used for larger collections. With all donations, please include your name and mailing address to receive a 'Receipt of Donation' letter for tax purposes. Henderson Library only provides a count of books, no list or price estimates. A donor plate is generally placed in each book that is retained for our collection, as well as a notation within its record, with most notes along the lines of "Gift of Jane Doe, 2011" or "Gift of Jane Doe in memory of John Doe, 2011." If you choose to have a donor plate, please state so and include the preferred note.

I hope this information has been helpful to get you started. Feel free to email me at any time for further questions, drop off dates and times. I work part time and am in my office from 8:30 - 12:30 pm, M-F, and \_\_\_\_\_, Coordinator of Collection Development, may be available to assist at other times. You can reach either of us at the phone number below. Thank you for your generosity.

Sincerely,

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Collection & Resource Services

Zach S. Henderson Library

(phone number here)